

Office Buddy Suggestions and Tips

As a Buddy to a new employee, you play an integral part in helping the employee successfully acclimate to Fermilab. Here are some suggestions to help you in this vital role.

Before the Employee's First Day

- Meet with manager to clearly define your role, and schedule a date to have lunch with the employee during his/her first week.
- If appropriate, call or email the employee. (Get contact information from HR Recruiter manager.)
- Learn about the employee. Google him/her. Check LinkedIn, etc.

On the Employee's First Day

- Stop by the employee's office to introduce yourself. Confirm plans to meet with the employee later that week. Give him/her your business card (or contact information).

During the First Week

- Take the employee to lunch. Share information about yourself – how long you've been at Fermilab; what it was like when you first started; your role, interests, and hobbies. Learn about the employee's background and interests.
- Show the employee around the working area and make introductions.
- Explain how to order equipment and supplies.
- Take a walking tour across campus.

During the Following Months

- Plan ahead by scheduling meetings for the next several months. Meet over coffee.
- Check in with the employee in between regularly scheduled meetings to see how things are going and if he/she has any questions.
- Continue introducing the employee to others.
- Invite employee to relevant business or social events.

Helpful Tips

- Don't worry about being perceived as the "expert" or think you need to have all the answers. Your experience at Fermilab is what's most important to the employee.
- In some situations, listening is more valuable than giving advice. Ask questions like "What do you need?" or "How can I help?"
- We all have a preferred communication style. Talk about each other's preferences, as the new employee may have a different style from yours.
- Recognize that it takes time to develop a relationship.
- Be patient, positive, and supportive. Don't try or expect to cover everything over a short period of time.
- Stay open minded, and avoid being judgmental.